

DD/A Registry  
86-0759X

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Questionnaire for Circular A-120

DD/A REGISTRY

FILE: 60-7

FROM:

C/DA Plans

EXTENSION

NO.

DATE

10 April 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EXO/DDA

15 APR 1986

[Signature]

Ed:

2.

3.

Registry

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

[ ] gave me the attached Questionnaire on OMB Circular A-120 as a possible DA action. I discussed it with [ ] of O/Compt. [ ] suggested ignoring (not responding to) the questionnaire and said that if DOD questions our lack of response, he, [ ], will call Russ Neely at OMB. According to [ ] this request is similar to others that have been received by O/Compt and were subsequently dealt with in a similar fashion. [ ] agrees with [ ]

I recommend keeping a file copy of the attached in the DA Registry with no further action.

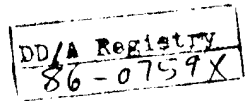
15 APR 1986



ACQUISITION AND  
LOGISTICS

THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-8000



31 March 1986

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Questionnaire on OMB Circular A-120

Attached is a self-explanatory memorandum.

Please complete the questionnaire for your component only and return to me NLT COB Friday, April 25, so I can consolidate the responses.

Attach two copies of all relevant agency documentation to your response where documentation is requested.

*BDA*

Benson D. Adams  
Director, CAAS  
3B254, x59692

Attachments



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

COMPTROLLER

(Management Systems)

24 MAR 1986

MEMORANDUM FOR DIRECTOR, OSD CONTRACTED ADVISORY  
ASSISTANCE SERVICES, OUSDR&E

SUBJECT: President's Council on Management Improvement --  
Request for Information

The President's Council on Management Improvement (PCMI) has requested information from DoD on its implementation of four OMB circulars. Through a working group representing 13 federal agencies, the PCMI will examine the degree to which agency implementation meets the requirements of the circulars. A consolidated response will be analyzed by OMB to determine if revisions are needed to these circulars. The circulars that are being reviewed are: A-3, Periodicals; A-25, User Charges; A-45, Charges for Rental Quarters; and A-120, Consulting Services. A copy of the PCMI package is attached for your information.

Since I understand that you are responsible for Circular A-120, please consolidate the section of the questionnaire that focuses on your circular. In preparing this response, you should include a separate questionnaire for each Component.

The Directorate for Management Improvement will coordinate the transmittal on the four circulars to the PCMI. You are requested to submit your information to this office by April 30, 1986. Your response should be sent to:

Directorate for Management Improvement  
OASD(C) MS  
Room 1B728

Any questions concerning this matter should be directed to Diane Bray on 695-0839.

  
John M. Carabello  
Director for Management Improvement

Enclosure



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

MAR 5 1986

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

MEMORANDUM

SUBJECT: Next Steps in Study of Central Management Directives --  
Implementation of OMB Circulars

FROM: Howard M. Messner, Vice-Chairman *Howard*  
President's Council on Management Improvement

TO: President's Council on Management Improvement

A working group of volunteers from 13 agencies developed the attached questionnaire to investigate actual agency implementation of a subset of OMB's circulars. The following circulars were selected for examination: A-3, Periodicals; A-25, User Charges; A-45, Charges for Rental Quarters; and A-120, Consulting Services. A list of agency contacts is attached as well.

For each circular, the working group will assess implementation by analyzing the completed questionnaires and agency practices and procedures -- regulations, internal control systems, guidance, etc. -- that have been put into place to carry out the requirements. On a spot basis, working group teams will later make on-site visits to agencies to verify and supplement information submitted in the questionnaires.

If at all possible, one reply from each agency for each of the circulars would be preferred. However, as significant variations may exist among systems and practices established by large operating components in complex departments and agencies, such as DOD and DHHS, preparation of a single, consolidated reply might prove difficult or misleading. In such cases, please submit separate replies, clearly identified to indicate the components to which they refer.

In replying to individual questions, the working group will assume that your responses relate to current practices and the immediate past fiscal year -- FY 1985 -- unless there is an indication to the contrary. In the case of GAO or agency IG evaluations, however, would you please supply any audits and evaluations that have been made.

I would appreciate your reply to OMB within four weeks. Should you wish to submit comments on any additional factors, not covered in the questionnaire, that you feel affect your ability to implement the four circulars satisfactorily, please do so along with the completed questionnaire. Send replies to Barbara Young-Kahlow, OMB, Room 10215 NEOB; should you have questions, call Frank Haendler, OMB, on 395-3050.

Attachments

## Working Group - OMB Circulars Implementation

DOC	Robert Ingram	377-5481
DOD	Diane Bray	695-0839
DOE	Howard Raiken	252-9383
DHHS	Douglas Guerdat	245-7354
DOI	Lois Paull	343-6191
DOS	Karen King	647-2235
DOT	Mary Cahill	426-4738
Treasury	John Poor	566-6671
EPA	Gail J. Korb	382-5000
GSA	Michael Barbour	535-7582
NASA	Ellen Searcy	453-2879
OPM	Anne Kirby	632-6555
VA	David Stone	389-3616
OMB	Barbara Young-Kahlow	395-3053
OMB	Frank Haendler	395-3050

**Part D. Consulting Services**

1. Who is answering the following questions on Circular A-120?

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone number: \_\_\_\_\_

2. Who is the agency official responsible for implementing A-120?

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone number: \_\_\_\_\_

- 3a. Does the agency have regulations or internal guidelines to be followed in arranging for consulting services?

\_\_\_ No. Skip to question 4  
\_\_\_ Yes, agency internal guidelines. Please attach a copy to this completed questionnaire. Skip to question 4  
\_\_\_ Yes, codified regulations. Provide CFR cite: \_\_\_\_\_

- b. Are these regulations a supplement to the government-wide FAR?

\_\_\_ Yes  
\_\_\_ No

- 4a. Are data available on the number of noncompetitively-awarded consulting contracts?

\_\_\_ No. Skip to question c  
\_\_\_ Yes

- b. What percent were/are noncompetitive awards?

\_\_\_ % 5 years ago or \_\_\_ don't know  
\_\_\_ % now

- c. Are there controls to ensure that the maximum number practicable of consulting contracts are awarded competitively?

\_\_\_ No. Skip to question 5  
\_\_\_ Yes, in codified regulations. Provide CFR cite: \_\_\_\_\_  
\_\_\_ Yes, in agency internal directives/guidelines. Please attach a copy  
\_\_\_ Yes, in other ways. Please specify: \_\_\_\_\_

- d. What do these controls include? (check all that apply)

\_\_\_ Usual clearances/sign-offs  
\_\_\_ Special clearances/sign-offs  
\_\_\_ Approval by a more senior level official than for competitive awards  
\_\_\_ Other. Please specify: \_\_\_\_\_

6

5. Does the agency make sure that appropriate data on consulting services are provided to:
- a. OPM's Central Personnel Data File (for personnel appointments)?  
☐ Yes  
☐ No
  - b. the Federal Procurement Data System (for contracts)?  
☐ Yes  
☐ No
  - c. to GSA in accordance with GSA interim regulations on advisory committees?  
☐ Yes  
☐ No
  - d. Are the data provided in a, b, and c kept centrally?  
☐ No. Skip to question f  
☐ Yes
  - e. Where? Please provide building and room number: \_\_\_\_\_
  - f. Are the data provided in a, b, and c mutually exclusive to ensure that the agency's total number of consultants is accurate and non-duplicative?  
☐ Yes  
☐ No. Please explain any duplication: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Who is included in the agency's definition of consultants? Please describe the scope of the agency's interpretation of A-120 and attach any written material on this point: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Are there any GAO or agency IG evaluations of agency performance under A-120?  
☐ Yes. Please attach a copy  
☐ No

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WASHINGTON, D.C. 20301

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